



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
18/2014

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **USAID PROJECT MANAGEMENT SPECIALIST**

OPENING DATE: DECEMBER 24, 2014

CLOSING DATE: JANUARY 13, 2015

WORK HOURS: FULL-TIME; 40 HRS/WEEK

SALARY: FSN-10 Ordinarily Resident (OR) (€19,713.00)

U.S. Embassy Pristina is seeking a qualified individual for the position of **USAID PROJECT MANAGEMENT SPECIALIST**.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The Project Management Specialist is a member of Mission's Democracy and Governance Office (DGO). Among other tasks, DGO oversees the implementation of the USAID Mission's conflict mitigation programs. This requires intense engagement with communities, local and national government counterparts, Kosovo leaders, non-governmental organizations (NGOs), and other donors. The incumbent will advise Mission management and technical staff on enhancing the overall effectiveness of USAID programs and policies affecting Kosovo's minority communities. In addition, the incumbent will be engaged in the full range of USAID conflict mitigation programs. S/he will be responsible for: (1) project management; (2) program analyses and evaluation; (3) strategy development; (4) administrative support; (5) keeping abreast of other donor and government programs affecting communities; (6) reporting on key assistance-related issues to senior U.S. Government (USG) officials, including those at USAID, the Department of State, and others; and monitoring developments in ethnic minority communities and interethnic relations in Kosovo, more generally.

MAJOR DUTIES & RESPONSIBILITIES

Advisor on Ethnic Minority Issues and Programming: Provides advice and guidance to Mission management and technical staff on ways to enhance the effectiveness of policies and programs engaging minority communities throughout the Mission's portfolio of activities. This will require familiarization with all of the programs within the overall Mission portfolio. S/he is expected to be a key member of the Mission's Minority Engagement Working Group. In this capacity, s/he must provide analysis, advice and

recommendations regarding formulation of the Mission strategy to advance key objectives related to the stabilization of minority communities, especially those in the north, and reconciliation; participate in and lead the development of Mission strategic plans, annual work plans, and other strategic planning and reporting documentation related to conflict mitigation.

Program Management: Upon successful completion of required USAID training, the incumbent will assume Contractive Officer Representative (COR) or Agreement Officer Representative (AOR) responsibility for managing several activities including community mobilization, youth empowerment/skills development, and inter-ethnic dialogue.

Program Analysis and Reporting: The incumbent will refine and maintain the project/program information and reporting system, which includes program, financial, and results-related data; prepares administrative and program reports to be completed on a quarterly or as needed basis; review and assess administrative and program performance by comparing actual levels of achievement or progress against targets; prepare needed materials for USAID and other U.S. Government reports, including the Operational Plan, and others; assist with the preparation of standard briefing packages for the Kosovo Government, international organizations, and local public and private sector officials; in close collaboration with the USAID's Development Outreach and Communications Specialist and the U.S. Embassy Public Affairs Office to develop an outreach and media plan to inform minority audiences about USAID programs and policies, especially in the north of Kosovo.

Program Budget: Incumbent will assume responsibility for budget control of activities under his/her responsibility. This includes maintaining the budget control system, reviewing vouchers for accuracy and conformity to program budgets, and reporting to his/her supervisor and Mission staff on program budget status issues and approvals. He/she must maintain a close working relationship with the Mission Controller's Office for the purpose of monitoring advances, liquidations, expenditures, payments, cost control and accruals for conflict mitigation projects.

Project Administrative Management Support: The incumbent prepares program related documents including activity approval packages, required waivers, and others; ensures timely tracking of all procurement and modification actions; maintains project files; and prepares itineraries for Mission management's and official visitors' travel to project sites.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Bachelor's degree in Business Management, Public Administration, Political science, Anthropology, Economics or a related field.

Experience: Minimum five years of progressively responsible professional-level experience, preferably within the management/administrative/advisory staff of an international organization, foundation or NGO and some project management experience.

Language proficiency: Level 4 (fluency in reading/writing/speaking) English, Albanian and Serbian.

Job Knowledge: A sound knowledge of Kosovo economic, political, social and cultural characteristics;

familiarity with political, social, and other factors influencing living conditions and stability in Kosovo's communities.

Skills and abilities: The ability to establish and maintain contacts in local communities where ethnic minorities reside, Kosovo Government ministries and offices which deal with ethnic minorities or may involve ethnic minority issues, USAID Mission offices and other international actors such as donors, the United Nations actors, and the European Union Rule of Law Mission (EULEX.) The ability to locate, obtain, analyze and interpret relevant information and data, and draft well-crafted and useful reports. Strong computer skills, including the use of word processing, spreadsheet and database software, and the ability to organize and present program information.

Extensive travel to northern municipalities of Kosovo is required.

Extensive field visits to non-majority communities in Kosovo and to project sites are required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver them to:

Human Resources Office,

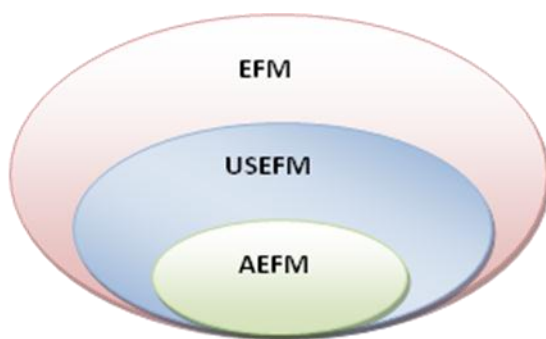
U.S. Embassy Pristina, Kosovo

CLOSING DATE FOR THIS POSITION: JANUARY 13, 2015 BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).